



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

September 9, 2004

Robert H. Naftaly, Treasurer
Friends of Senator Carl Levin
Post Office Box 1857
Detroit, MI 48231

Response Due Date:
October 12, 2004

Identification Number: C00088484

Reference: July Quarterly Report (4/1/04-6/30/04)

Dear Mr. Naftaly:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. An adequate response must be received at the Senate Public Records Office by the response date noted above. An itemization of the information needed follows:

-Schedule B of your report discloses reimbursements to "Carl Levin Office Account" for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements for goods or services, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. If itemization is not necessary, you must indicate so in an amendment to this report. Please correct your report to include the missing information. (11 CFR §§ 104.3(h)(4)(i) and 104.9, and Advisory Opinions 1992-1 and 1996-20)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.